STATE TIME ENTRY

TRAINING MANUAL

STEP I: NAVIGATION

Home > Compensate Employees > NDS Payroll > Use > State Time Entry

Home > Compensate Employees > NDS Payroll > Use > **State Time Entry**

State Time Entry

Find an Existing Value

Company:	
Business Unit:	
Department:	
Pay Group:	
Pay Period End Date:	
Off Cycle ?	
Name:	
EmplID:	
Empl Rcd Nbr:	

☐ Case Sensitive

Search   Clear   Basic Search

STEP II: SEARCHING FOR A NEW VALUE

These are the required fields for searching for a State Time Entry Group: Company, which is "ND", Business Unit, which is your 5-digit business unit number, Pay Group, either PG1, PG2, MJ1, LG1, or AJ1, and Pay Period End Date, which is the last day of the month for the advanced payroll and PG2 on the supplemental payroll and the day before the last day of the month for the rest of the pay groups on supplemental. The other fields are optional and can be filled in to refine your search results to a smaller group. Once you have the fields completed for your search click on the 'Search' button.
Note: Only the Pay Period End Date for the current Pay Cycle will be available.

Search Results

View All   First ◄ 1-25 of 25 ► Last

Company	Business Unit	Department	Pay Group	Pay Period End Date	Off Cycle ?	Name	EmplID	Empl Rcd Nbr
ND	11000	110110	PG1	01/30/2005	Y	AppMess,Test For	7008970	0
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y	ForVern,Test	7008967	0
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			
ND	11000	110110	PG1	01/30/2005	Y			

Choose the employee that you would like to start inputting data for.

STEP III: INPUTTING DATA

When inputting data into State Time Entry you have many avenues to achieve the desired output. Described below are definitions of those avenues and how they will change the output.

The first time you use State Time Entry for an employee you will need to fill in the Default Earn Codes. Once these fields are populated they will carry over from pay period to pay period. You do not need to fill in all Default Earn Codes, only the ones that you need. You may choose to only fill them in as you use them. Remember once they are populated the values will remain there until you change them. Any hours entered in with the Default Earn Codes will be charged to the Default Account Code (or Codes) listed on the bottom of the page.

Once you have the needed Default Earn Codes fields populated you may enter the hours for each in the Hours field below the appropriate Earn Code. You may tab from field to field. Once you have entered all hours for this employee you may tab to or click on the 'Save' button. Then you may either tab to or click on the 'Next in List' button to continue inputting hours for your selection of employees.

Home > Compensate Employees > NDS Payroll > Use > **State Time Entry**

State Time Entry

Name:	ForVern,Test

EmplID:	7008967	Empl Rcd#:	0

Business Unit: 11000 **DeptID:** 110110 **Pay Group:** PG1 **Pay Period End:** 01/30/2005 ☑ **Off Cycle**

	Hrly Reg/Temp	Annual Lv.	Sick	Family Sick	Comp Ernd	Comp Taken	OT	OT Straight
Default Earn Codes:		S41	S42	S43				
Hours:		5.00	3.00					

▶ **Overrides**

Default Account Codes   View All   First ◀ 1 of 1 ▶ Last

Account Code	Percent of Distribution	Budget Amount	
1 1103000E-00110	100.000		+ −

💾 Save   🔍 Return to Search   Next in List   Previous in List

If you do not have any hours to enter for a specified Default Earn Code leave the hours box blank.

A Default Earn Code may be changed if the Hours field is blank for that Earn Code.

If you need to override an account code for specific hours or enter hours for an Earn Code that is not on the default list you will need to open up the Overrides section of the State Time Entry page.

In the Overrides section either type the Earn Code in or find the correct Earn Code with the look-up option. If necessary, fill in or look-up the correct Comp Rate Code. Input the Hours or Other Pay and the Account Code (if necessary). The Compensation Rate will default from Job Data. You may override this field if necessary. Once you have your hours inputted 'Save' this data before going on to your next employee.

Note: If you are entering information for an Earnings Code that requires a Comp Rate Code, you must enter these hours in the Overrides section. An example would be S03 Board Pay.

Until you have run the Load Time Entry to Payline process you may come back to State Time Entry and change any information entered. After you have completed the Load Time Entry to Payline process you will need to go to Payline Security to make any changes necessary.

STEP IV: LOAD TIME ENTRY TO PAYLINE

Use the following navigation to 'Load Time Entry to Payline' and select 'Add a New Value'; if you have run this process before you can 'Search' or simply enter your 'Run Control ID'.

Home > Compensate Employees > NDS Payroll > Process > **Load Time Entry to Payline**

Load Time Entry to Payline

Find an Existing Value

Run Control ID:
☐ Case Sensitive

[Search] Advanced Search

Add a New Value

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and click on 'Search'.

Company will always be "ND".

Enter the 5-digit Business Unit that you are working with.

Enter the Department Numbers that you would like to Load Time Entry to Payline for or choose them from the list on the look-up option. You may use the '+' button to add more Departments within the given Business Unit. If you enter a department in error you may use the '-' button to remove it from the selection.

Once you have the Company, Business Unit, and Departments chosen you must enter the Pay Group and Pay Period End Date that you are loading. You may enter more than one group by using the "+" button to add a row. You may use the "-" button to remove a Pay Group added to the list in error. The Off Cycle box will fill in automatically based on the Pay Period End Date entered.

Home > Compensate Employees > NDS Payroll > Process > **Load Time Entry to Payline**

Load to Payline

Run Control ID: 1   Report Manager   Process Monitor   Run

*Company:
*Business Unit:

View All   First ◄ 1 of 1 ► Last
*Department
1 [   ] 🔍 [+] [–]

View All   First ◄ 1 of 1 ► Last
*Pay Group   *Pay Period End Date   Off Cycle
1 [   ] 🔍 [   ] 🔍   ☐   [+] [–]

Save   Add   Update/Display

Once you have all of your selections made, click on 'Run'.

On this screen verify that the Server Name is "PSNT" and that the "State time entry v2 loader" box is checked. Click 'OK' to continue.

Home > Compensate Employees > NDS Payroll > Process > **Load Time Entry to Payline**

Process Scheduler Request

User ID:	Iberger	Run Control ID: 1

Server Name:	PSNT	Run Date:	05/05/2005
Recurrence:		Run Time:	2:07:50PM
Time Zone:		Reset to Current Date/Time	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☑	State time entry v2 loader	NDS_TMIN_LD	Application Engine	(None)	(None)	

OK   Cancel

On this screen click on the 'Process Monitor' link.

Home > Compensate Employees > NDS Payroll > Process > **Load Time Entry to Payline**

Load to Payline

Run Control ID: 1   Report Manager   Process Monitor   Run

Process Instance:96291

*Company: ND   State of North Dakota
*Business Unit: 11000   Office of Mgmt & Budget

View All   First ◀ 1 of 1 ▶ Last
*Department
1 110110   + −

View All   First ◀ 1 of 1 ▶ Last

	*Pay Group	*Pay Period End Date	Off Cycle		
1	PG1	01/30/2005		☑	+ −

Save   Return to Search   Add   Update/Display

Occasionally click on the 'Refresh' button until your job's status is Success.

Home > PeopleTools > Process Monitor > Inquire > **Process Requests**

Process List | Server List

View Process Request For

UserID: lberger 🔍   Process Type: [dropdown]   Last: 1 Days [dropdown]   Refresh

Server Name: [dropdown]   Process Run Status: [dropdown]   Instance: [____] to [____]

☑ View Job Items   ☑ Save On Refresh

View All   First ◄ 1-4 of 4 ► Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
96291		Application Engine	NDS_TMIN_LD	lberger	05/05/2005 2:59:30PM CDT	Success	Details
96289		Application Engine	NDS_RAPID_PF	lberger	05/05/2005 8:37:37AM CDT	Success	Details
96287		Application Engine	NDS_RAPID_PF	lberger	05/05/2005 8:19:38AM CDT	Success	Details
96286		Application Engine	NDS_RAPID_PF	lberger	05/05/2005 7:53:30AM CDT	Success	Details

Go back to Load Time Entry to Payline

💾 Save

Process List | Server List

STEP V: VERIFICATION OF ENTERED DATA

Once your job's status is Success you have 2 options to verify what you have entered. You may go to Payline Security and look at the employees' information or you may run the appropriate query for that payroll. NDS_PR33A_TIME_IN_BY_AGENCY is the query for the advanced payroll and NDS_PR33_ TIME_IN_BY_AGENCY is the query for the supplemental payroll.

Home > Compensate Employees > Manage Payroll Process(US) > Use > Payline Security

Home > Compensate Employees > Manage Payroll Process (US) > Use > **Payline Security**

Payline Security

Find an Existing Value

Company:

Pay Group:

Pay Period End Date:

Off Cycle ? ☐

Page #: 🔍

Line #:

EmplID:

Job Pay Data Change:

Partial Pay Period ☐

Name:

☐ Case Sensitive

[Search] [Clear]   Basic Search

You may complete the Company field with 'ND', the Pay Group field with whichever paygroup you would like to verifiy (PG1, MJ1, or PG2), and click on the Search button. This will give the list of employees that meet this criteria and that you have access to. If you would like to see a specific employee's payline then just complete either the EmplID field or complete the Name field with the employee's last name and click on the Search button.

Home> People Tools> Query Manager >Use >Query Manager

Fill in NDS_PR33 in the blank box and click on the Search button.

Home > PeopleTools > Query Manager > Use > **Query Manager**

Query Manager
Find an Existing Query

Search by: Name ∨   begins with ∨   [   ]   *Query Type: User ∨

[Search]

Create New Query

Click 'Run' on the appropriate query.

Home > PeopleTools > Query Manager > Use > **Query Manager**

Query Manager
Find an Existing Query

Search by: Name ∨   begins with ∨   NDS_PR33   *Query Type: User ∨

[Search]

Create New Query

Search Results

Query			View All	First ◀ 1-3 of 3 ▶ Last	
NDS_PR33A_TIME_IN_BY_AGENCY	Time In by Agency Advance	Public	Delete	Rename	Run
NDS_PR33_TIME_IN_BY_AGENCY	Time In by Agency Supplemental	Public	Delete	Rename	Run

Complete the Pay End Date fields and click on the View Results button.

Once you have your results you may either view them on this screen or download the results to an Excel Spreadsheet or CSV Text File.

Note: The query may be run before you run the Load Time Entry to Payline process. If you find an error before you run the load process you may correct it in the State Time Entry fields. If the error is found after the load process you must correct it in Payline Security.